



CITY OF HOUSTON

Job Posting

	AP
1	Applications accepted from: ALL PERSONS INTERESTED
2	Job Classification PROJECT TECHNICIAN II
3	Posting Number PN# 110410
4	Department Department of Public Works & Engineering
5	Division Public Utilities Division
6	Section Wastewater Operations Branch
7	Reporting Location 611 Walker*
8	Workdays & Hours M - F, 8 a.m. - 5 p.m.*
	*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Performs engineering drafting, design and plotting. Prepares documentation authorizing payments to contractors. Provides technical support and expertise to agencies, contractors, and technical consultants to resolve concerns and inquiries. Prepares and updates various reports, records and files. Researches and collects data from various departments and other sources. Instructs contractors about understanding and using various forms, gathering information, and operating systems. Conduct field investigations and inspections to identify problems and evaluate work progress. Operates AutoCAD to create drawings. Prepares and evaluates designs, projects, drawings, plans and specifications. Performs accurate abstracting for all assessment projects. May perform various field investigations relating to wastewater collection and water distribution systems, including smoke testing, dye checks, flow monitoring, etc.
10	<u>WORKING CONDITIONS</u> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires an Associate's degree in Engineering, Drafting, Designing or a closely related field.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two years of related experience, such as engineering, drafting and/or designing, are required. Directly related professional experience may be substituted for the education requirement on a year-for year basis.
13	<u>MINIMUM LICENSE REQUIREMENTS</u> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
14	<u>PREFERENCES</u> Preference will be given to candidates with knowledge of the City of Houston Standard Construction Specifications for Wastewater Collection Systems.
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation.
16	<u>SAFETY IMPACT POSITION</u> Yes No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div>Salary Range - Pay Grade 13 \$824 - \$1,154Bi-weekly \$21,424 - \$30,004 Annually</div>
18	<u>OPENING DATE</u> May 10, 2006
19	<u>CLOSING DATE</u> Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Our TDD (Telephone Device for the Deaf) telephone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.
	An equal opportunity employer

